

# SENATORS AND OFFICERS POST-TRAVEL DISCLOSURE OF TRAVEL EXPENSES

Date/Time Stamp:

SENATE

DATE

17 JUN 19 PM 1:59

This disclosure, along with a copy of the Private Sponsor Travel Certification Form and all attachments, MUST be provided to the Office of Public Records, Room 232 of the Hart Building, within 30 days after the travel is completed.

In compliance with Rule 35.2(a) and (c), I Senator Susan Collins, make the following  
(Name of Senator/Officer)

disclosures with respect to travel expenses that have been or will be reimbursed/paid for me.

Private Sponsor(s) (list all): St. Lawrence University

Travel date(s): Saturday, May 20 and Sunday, May 21, 2017

Destination(s): Canton, New York

Name of accompanying family member (if any): N/A

Relationship to Member/Officer: ☐ Spouse ☐ Child

FILL IN THE APPROPRIATE LINES. IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Senator/Officer:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$484 airfare \$192 ground transportation	\$189.99/night for one night	Dinner \$55 per person Breakfast \$12 per person	

## Expenses for Accompanying Spouse or Dependent Child (if applicable)

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

On Saturday, Senator Collins visited with a former Professor, took photos with some graduates and their families, attended St. Lawrence's Honorary Degree and Citation Recipients Reception, and then attended a dinner on campus with trustees, faculty leaders, senior staff and other honorees. She made brief remarks at the dinner. On Sunday, Senator Collins participated in photos and then attended and spoke at the St. Lawrence University Commencement Ceremony, at which she received an Honorary Degree.

I HAVE MADE A DETERMINATION THAT THE TRAVEL DESCRIBED ABOVE WAS IN CONNECTION WITH MY DUTIES AS AN OFFICEHOLDER, AND DID NOT CREATE THE APPEARANCE THAT I WAS USING PUBLIC OFFICE FOR PRIVATE GAIN.

6-14-17  
(Date)

Susan M. Collins  
(Signature of Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): St. Lawrence University
2. Description of the trip: Participation in Commencement Weekend for the Class of 2017
3. Dates of travel: Saturday, May 20 and Sunday, May 21
4. Place of travel: Canton, NY
5. Name and title of Senate invitees: Susan M. Collins
6. I certify that the trip fits one of the following categories:
  - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
**AND**
  - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
**AND**
  - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
  - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
**AND**
  - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**OR**

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

---

---

---

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

St. Lawrence University is the sole sponsor of the trip.

---

---

---

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

St. Lawrence University is an accredited liberal arts college in Canton, NY; Commencement is the culmination of studies for the degree.

---

---

---

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Senator Collins and Congressperson Clark have participated in Commencement previously.

---

---

---

00000000003858

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

St. Lawrence is an independent, liberal arts college offering bachelor's and master's degrees.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$484	\$189.99/ night for one night	Dinner \$55 per person Breakfast \$12 per person	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

Commencement takes place without regard to congressional participation.

18. Reason for selecting the location of the event or trip

St. Lawrence is located in Canton, NY.

19. Name and location of hotel or other lodging facility:

Best Western University Inn, Canton, NY

20. Reason(s) for selecting hotel or other lodging facility:

Adjacent proximity to campus.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our expenses for meals and lodging are over the per diem. Expenses are inflated due to high demand of Commencement Weekend. The Senator receives the same accommodations and meals as other speakers, no special treatment.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**Airfare-Coach**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

**Signature of Travel Sponsor:**

Name and Title: Lisa M. Cania, Vice President for Community and Employee Relations

Name of Organization: St. Lawrence University

Address: 23 Romoda Dr.

Telephone Number: 315-229-5656

Fax Number: 315-229-7430

E-mail Address: lcania@slawu.edu

**Senator Susan Collins**  
**Itinerary – St. Lawrence University Commencement**

**Saturday, May 20**

- 12:15 pm                      American Airlines 4331, departs DCA
- 1:33 pm                      Flight arrives Syracuse
- 2:00 pm-5:00 pm            Ground transportation to Canton, NY
- 6:00 pm-10:00 pm        Reception for Honorary Degree and Citation Recipients  
                                     (MacAllaster House, 54 E. Main Street) followed by dinner  
                                     on campus

**Sunday, May 21**

- 9:00 am-9:45 am            Arrive at Dean Eaton Lounge on campus for robing and  
                                     photographs. Continental breakfast will be available.
- 10:00 am-12:30 pm        Commencement Ceremony  
                                     (Creasy Commencement Commons)
- 1:00 pm-4:00 pm            Ground transportation to Syracuse, NY
- 5:25 pm                      American Airlines 4368, departs Syracuse  
                                     (Transportation will be provided from Canton to Syracuse  
                                     Airport)
- 6:54 pm                      Flight arrives DCA



March 23, 2017

The Honorable Susan Collins  
United States Senate  
413 Dirksen Senate Office Building  
Washington, DC 20510

Dear Susan,

On behalf of the St. Lawrence University Commencement Committee, let me say how absolutely delighted we are that you will join us at Commencement to receive an Honorary Degree. We greatly look forward to seeing you. Here are some details that you will want to know prior to your arrival, as well as a request for information from you to help in our plans.

You will be assigned a faculty host for your time on campus who will help you keep your schedule, escort you to weekend events, and generally be available to let us know of any special needs you may have. Would you let us know the best contact method?

The first formal event for you and your guests is a reception for Honorary Degree and Citation recipients with trustees and others at the President's home, MacAllaster House, 54 East Main Street. This is scheduled for 6:00 p.m. on Saturday, May 20, followed by a dinner on campus. These events will allow you to meet and talk with trustees, faculty leaders, senior staff, and other honorees. As coffee and dessert are served at the end of the dinner, President Fox will invite you to make some very brief, informal comments to those assembled. Past honorees have shared stories of their professional challenges, their feelings about the occasion and their recognition, or personal anecdotes that might help us get to know them better. The atmosphere is festive, and your remarks will add warmth to the celebration.

The second formal event is Commencement itself. Your faculty host will ensure that you and your guests arrive at the Dean-Eaton Formal Lounge for robing and photographs by 9:00 a.m. on Sunday. If we're in Appleton Arena because of rain or very cold weather, your host will bring you there instead. A continental breakfast will be available. Prior to the academic procession, the spouses, family members, and guests of honorees and trustee spouses will be escorted to reserved seating.

During the ceremony, at the place indicated in the program, President Fox will present you with your Honorary Degree. You will be escorted to the podium by a St. Lawrence University trustee, who will make a short statement of presentation. After you receive your degree, we hope you will make brief remarks (3-5 minutes) to the graduates and guests.

So, for your planning purposes, we hope you will arrive in Canton no later than mid-afternoon on Saturday, May 20, and stay until the ceremony closes on Sunday, May 21. An abbreviated schedule of events for Commencement weekend is enclosed. You are welcome to attend all, or only a few, of those listed. The University will, of course, pay travel expenses for you and your immediate family and we will reserve rooms for your immediate family at the Best Western University Inn on Main Street in Canton. Please let us know the names of family members who will accompany you, their addresses, and how many rooms you will need.

00000000003862

We will order your cap and gown very soon and, therefore, need your approximate height, weight, and cap size (measurement around your head). Of course if you have your own cap and gown and prefer to use them, you are most welcome to do so. Would you confirm your needs?

Your prepared remarks should be sent to me no later than Wednesday, May 17 so the staff may help our Sign Language Interpreter prepare for her work. We will post your remarks on our web site after Commencement has concluded.

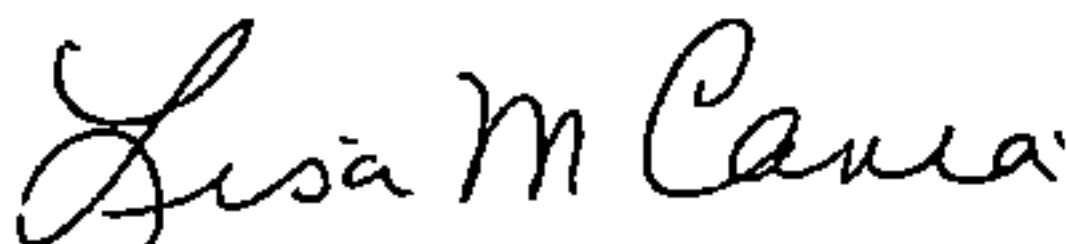
I invite you to contact me by April 1 with the information requested:

- \*your best contact method (phone or email) for your faculty host,
- \*the dates and time of your arrival,
- \*the names of any guests accompanying you,
- \*your accommodations needs,
- \*the specifications for regalia, if needed,
- \*your willingness to offer brief remarks to the Commencement assembly; and
- \*your favorite recent photo, 300 dpi preferred.

I can be reached at [lcania@stlawu.edu](mailto:lcania@stlawu.edu) or 315-229-5656.

All at St. Lawrence are looking forward to your time with us—especially our graduating students. Once again, I offer warm congratulations and best wishes.

Sincerely,



Lisa M. Cania  
Vice President for Community and Employee Relations  
Secretary of the Corporation

00000000003863